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OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services
FROM : Chief, Records Management & Distribution Branch
SUBJECT: Monthly Report of Operations for the period ending
30 September 1953

Office of Chief
Rcds. Mgt. Section
Rcds. Center Section
Mail Control Section

On Duty Vacancies In Process

25X9A2

1. No. on leave three days or more:

Records Mgt. Section- 4

Mail Control Section- 17

Records Center Sec. - 8

2. No. on special detail out of office 1 . How long?

Records Mgt. Section- Q

Records Center Section-0

Mail Control Section- 1

3. Where: One man in Transportation Division as full time courier

4. No. pending resignation, transfer and/or reassignment:

Records Management Section - 0

Records Center - 5

Mail Control - 13

5. Specific cases on item 4 not in previous reports

New applicants interviewed _____. Recruited by Personnel _____.
Recruited by this office _____.

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B. Administration and Problems:

Records Management Section - In a meeting with [REDACTED] of OIC it was agreed that a records analyst from this office would study OIC records material for the purpose of establishing a subject list in conformance with the Agency standard filing system. A tentative starting date of 19 October has been established.

25X1A9a

All of the necessary concurrences were obtained on the Notices effecting standardization of correspondence-type filing cabinets and folders and guides.

A records control schedule for all of the records of the General Services Office has been completed. All of the files in the General Services Office have been converted to the standard Agency system with the exception of those in the office of the Chief, which are now being worked on.

A program for the training of Area Records Officers in the Vital Materials Program at the Repository has been developed. The emphasis of this particular training is on the Repository procedure and the proper indexing and identifying of vital materials in order that the Area Records Officers may more quickly and positively service requests for material as needed in the event of an emergency. It is planned to take the Area Records Officers from the DD/A group to the Repository the first week in October and the DD/I group the following week.

Mr. Robert H. Johnson, Assistant to Executive Secretary, National Security Council, has requested the assistance of this office in preparing a records control schedule for all NSC records. Mr. Johnson also expressed interest in storing NSC records in the Records Center. It is tentatively planned that a survey of NSC will be started in October.

The Agency File Manual is now being printed to distribute for Agency-wide concurrence before issuance as a Handbook.

25X1A6a

25X1A6a

Records Center Section - It is planned to transfer the remaining Records Center activities in [REDACTED] to the [REDACTED] Warehouse and to release the [REDACTED] building. To do this, additional renovations in the [REDACTED] building were necessary and are being made. A comparison of costs indicated that an additional \$3,810 would be required to make the needed changes and the move would cost \$3,000. However, present operation of [REDACTED] including a 24-hour guard post, annual lease and operation and maintenance cost is \$40,482.04. The change would, therefore, mean a net saving of \$33,672.04 in the first year of operation.

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Since the saving affects both PBS and this Agency, it was agreed that PBS would assume the \$3,000 cost of the move and that the Agency would pay the \$3,810 for the cost of renovation.

25X1A6a

The contract for the steel shelving necessary to equip the [REDACTED] as a Records Center was awarded to the [REDACTED]. Efforts are now being made to expedite delivery of the shelving in order that it may be installed prior to the move from [REDACTED]

25X1A6a

25X1A5a1

This office has had the custody for some time of a large quantity of JANIS material which has been stored in various attics and storage rooms. There was no inventory on this material nor was it in any order. Following the move into the [REDACTED] this material was sorted and inventoried and is now available for issuance. The total volume was 1,625 cu. ft.

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C. PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office
of the Director.

No further action pending a reply to report submitted
8 April 1953.

Project 3-53 - Preparation of a comprehensive schedule for the disposition of fiscal records.

There has been no change in the status as reported last month.

Project 4-53 - The survey of the Office of Operations (Contact Division) has been completed.

Project 5-53 - Mats are now being prepared for the Correspondence Manual for the preparation of copies to be distributed for Agency-wide clearance.

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E. WORK IMPROVEMENT PROJECT

Project 4-53 - Preparation of Handbook setting forth procedures of the Mail Room. Courier service and messenger personnel of the Mail Control Section.

Work on the Handbook is progressing and is estimated to be 90% completed.

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MONTHLY REPORT - MAIL CONTROL SECTION

SEPTEMBER 1953

		THIS MONTH	TO DATE*
<u>1. INCOMING MAIL:</u>			
(a) Delivery by Post Office		19,891	63,996
(b) Picked up from Post Office by courier		2,008	5,721
(c) Picked up from City by courier		3,819	14,423
(d) Letters:			
Received	Reviewed		
Recorded		5,986	17,518
(e) Undeliverable (held in Mail Room)		21	21
<u>2. OUTGOING MAIL:</u>			
(a) Picked up by Post Office		12,075	38,069
(b) Deposited in Post Office by courier		12,547	32,392
(c) City Deliveries		5,868	17,716
(d) Penalty Indicia Used			
(1) CIA		2,356	7,234
(2) [REDACTED]		6,347	17,233
(3) SSU		1	5
(e) Postage Expended		\$3,271.13	\$9,954.32
<u>3. COURIER SERVICE:</u>			
(a) Scheduled Trips		1,002	3,057
(b) Special Trips - Within Agency		225	743
(1) Delivered by foot		61	282
(2) Delivered by vehicle		164	461
(c) Other Agencies		84	308
(d) Trips outside area		7	20
(1) Total time		94 hrs.50 min.	340 hrs.48 min.
<u>4. FILE ACTIVITY:</u>			
(a) Checking courier receipts		20	79
(1) Total time		7 hrs. 30 min.	26 hrs. 30 min.
(b) Requests for Administrative Files		11	36
(1) Requests filled		8	26
(2) Requests unfilled		3	10
<u>5. Recruitment:</u>			
(a) Couriers		1	5
(b) Mail Clerks		0	0
(c) Messengers		0	0
<u>6. SEPARATIONS:</u>			
(a) Couriers		5	9
(b) Mail Clerks		0	0
(c) Messengers		0	1

* The first column will revert to 0 at the beginning of each fiscal year.

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MONTHLY REPORT - DISTRIBUTION

DATE September 1953

THIS MONTH TO DATE*

1. INTELLIGENCE & INFORMATION REPORTS

a. Request for Supplemental Distribution	215	532	1612
b. Intelligence Reports:			
Received (Copies 5447)	302	214	627
Distributed (Copies 1890)	379	810	2432
Returned (Copies 2456)	0	1813	2680
c. Information Reports			
Received (Copies 4909)	1148	4909	12775
Distributed (Copies 3073)	839	2088	4636

2. ADMINISTRATIVE ISSUANCES

a. Request for Supplemental Distribution	53	43	138
b. Regulations			
(1) Initial Distribution (Copies 830)	15	3	20
(2) Supplemental Distribution (Copies 176)	754	69	693
c. Notices			
(1) Initial Distribution (Copies 12,206)	11	8	28
(2) Supplemental Distribution (Copies 149)	188	73	146
d. Other			
(1) Initial Distribution (Copies 2149)	0	2	6
(2) Supplemental Distribution (Copies 6)	21	3	14

* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

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MONTHLY REPORT - RECORDS CENTER

DATE September 1953

THIS MONTH TO DATE*

1. Records Storage (all figures in cubic feet)

25X1A6a	(a) Received	345	687
	(b) Destroyed	0	21
	(c) Records Storage: (Total)		
25X1A6a	Records	1470	
	Dist. Material	4558	
25X1A6a	Records	2798	25X1A6a
	Dist. Material	1406	
	Total....	10232	

2. Records Reference

(a) Service Requests	180	491
(b) Items on Requests	556	1426

3. Inter-Agency Reference Service

(a) Requests

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RECORDED
BY [unclear]

01A 15 SEP 1953

RECORDED

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MICROFILM PROJECTS
SEPTEMBER 1953

THIS MONTH TO DATE

1. Projects Pending

a. Entire Records Group	10	
b. Record Group Accretions	0	

2. Projects in Process and Completed

a. Entire Records Group

(1) In Process	1	2
(2) Completed	9	12

b. Records Group Accretions

(1) In Process	0	
(2) Completed	0	1

c. Images Filmed (Total)

(1) Rotary Camera	553	8,110
(2) Flatbed Camera	95,230	117,739

d. Reels (100 ft)

(1) In Process	24	
(2) To Be Reviewed	45	
(3) Reviewed	26	39

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